TRAINING à la Carte
COMPUTER LITERACY EXPERTS

Microsoft Word Merge, Tables, and Forms

This class if for experienced word processors who want to learn to mail merge and develop tables, paper forms, and automated online forms. If you send hundreds or thousands of "personalized" form letters with matching envelopes or labels, you will appreciate the convenience of the mail merge process.

If you prepare paper forms or forms that are filled in on a computer, you will be surprised to see how easy it is to turn a Word table into an automated online form. The features in Word make it easy for a novice to create professional tables and forms.

Prerequisites

Microsoft Windows Introduction or equivalent experience
Microsoft Word Introduction
Microsoft Word Intermediate

Content

- Create a data source
- Create a main document
- Merge to personalized letters
- Merge to envelopes and mailing labels
- Use the database toolbars
- Select specific merge records
- Sort data source records
- Use advanced table features
- Move and copy table data
- Insert and delete cells, rows or columns in a table
- Merge and split table cells
- Print table headings on multiple pages
- Calculate in a table
- Create an online form
- Use text, check box, and drop-down fields in a form
- Save a form as a template
- Protect a document
- Fill out an online form

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Microsoft Internet Explorer Introduction
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